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May 17, 2012

TO: Each Supervisor

FROM:  Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION TO REQUEST DELEGATED AUTHORITY TO APPROVE
INCREASES OR DECREASES OF GREATER THAN 10 PERCENT OF THE
TOTAL CONTRACT AMOUNT**

This is to notify you that the Department of Public Health (DPH) intends to request delegated authority to execute an amendment to an agreement with In the Meantime Men's Group, Inc. (ITMT) and to request delegated authority to approve increases or decreases in funding up to twenty-five percent above or below the agreement's annual base maximum obligation. In accordance with Board of Supervisor's Policy 5.120, prior Board notice is required for any department requesting delegated authority to increase a Board-approved contract amount in excess of 10 percent of the total contract amount.

Background

On August 3, 2010, your Board approved delegated authority to the Director of DPH to 1) execute a sole source agreement [now Agreement Number PH-0001150] with ITMT, to support the implementation of the MyLife MyStyle Program, effective from August 3, 2010, with provisions for four one-year automatic renewal periods through April 30, 2015, at a maximum annual cost obligation of \$105,284, 100 percent offset by the funds received under the Centers for Disease Control and Prevention (CDC) Notice of Award (NOA) Number 1U01PS001573-01DC for Evaluating Locally-Developed (Homegrown) HIV Prevention Interventions for African-American and Hispanic/Latino Men Who Have Sex With Men (MSM).

The MyLife MyStyle Program is a homegrown intervention, implemented by ITMT, a local community-based organization that serves at-risk African-American MSM within all Service Planning Areas (SPAs), with significant focus on SPAs 4 and 6. The MyLife MyStyle Program is specifically designed to reduce the number of unprotected sexual encounters and new HIV infections among African-American MSM. The staffing and program costs associated with the MyLife MyStyle Program are 100 percent offset by the funds received under CDC NOA Number 1U01PS001573-01DC.

In the forthcoming Board letter, DPH is requesting delegated authority to execute an amendment to Agreement Number PH-0001150 with ITMT to increase the maximum annual obligation from \$105,284 to \$293,932, for the funding term of May 1, 2012 through April 30, 2013, to allow for the continued support of

the program costs (i.e., staffing, office supplies, travel, trainings, and other operating expenses) and to hire one Data Collection Assistant; one Recruiter/Facilitator Assistant; one Evaluation Assistant; and one Qualitative Data Analyst position to support the MyLife MyStyle homegrown HIV prevention intervention program (MyLife MyStyle Program), 100 percent offset by the funds to be received under the forthcoming CDC NOA referenced above.

The additional funding to Agreement Number PH-0001150 results in an increase of \$188,648, which exceeds the 25 percent delegated authority approved by your Board on August 3, 2010.

Justification to Increase or Decrease Greater Than 10 Percent of the Total Contract Amount

The request for 25 percent delegated authority is based on anticipation of additional funding for this project from the CDC. As is described above, in this last round of funding allocations, the maximum obligation for this agreement increased, from \$105,284 to \$293,932. It is anticipated that we may receive similar increases over the next three years. Twenty-five percent delegated authority will enable DPH to timely amend Agreement Number PH-0001150, if required, to continue its support of meeting the CDC grant Evaluating Locally-Developed (Homegrown) HIV Prevention Interventions for African-American and Hispanic/Latino MSM activities and requirements associated with the MyLife MyStyle Program. This requests supports DPH's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds. This recommendation has no impact on net County cost.

Notification Timeline

The Board letter to request the delegated authority to increase or decrease the total contract amount by 25 percent is projected for the Board meeting of July 31, 2012. To allow time for your review and comments, we will not enter into negotiations until ten business days following the date of this memorandum.

If you have any questions or would like additional information, please let me know.

JEF:mc

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors